

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
MARCH 29, 2005  
MEETING MINUTES**

**PRESENT:** Cindy Erb, OT; Judith Ficks; Deb McKernan-Ace, OTA; Gail Slaughter, OT; Dorothy Olson, OTA (arrived around 9:15 a.m.)

**EXCUSED:** Mylinda Barisas-Matula

**STAFF:** Tom Ryan, Bureau Director; Jacquelynn Rothstein, DRL Board Counsel; Tina Horton, Bureau Assistant

**GUESTS:** Linda Anderson, WOTA; Nicole Boryczka, WPTA

**CALL TO ORDER**

Judith Ficks, Chair, called the meeting to order at 9:00 a.m. A quorum was determined.

**APPROVAL OF AGENDA**

Addition to Agenda:

- Administrative Warning in Case 05 OTB 003

**MOTION:** Cindy Erb moved, seconded by Gail Slaughter, to approve the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 26, 2004**

Corrections to Minutes:

- Correct the spelling of Mylinda Barisas-Matula's name.
- Correct the spelling of Debra McKernan-Ace's name.

**MOTION:** Gail Slaughter moved, seconded by Cindy Erb, to approve the minutes as corrected. Motion carried unanimously.

**ELECTION OF OFFICERS**

**MOTION:** Judith Ficks moved, seconded by Gail Slaughter, to nominate Cindy Erb as Chair. Motion carried unanimously.

**MOTION:** Deb McKernan-Ace moved, seconded by Cindy Erb, to nominate Gail Slaughter as Vice Chair. Motion carried unanimously.

**MOTION:** Cindy Erb moved, seconded by Gail Slaughter, to nominate Judith Ficks as Secretary. Motion carried unanimously.

Cindy Erb assumed the Chair.

## **APPOINTMENTS TO COMMITTEES, LIAISON AND PANEL POSTS**

**MOTION:** Judith Ficks moved, seconded by Gail Slaughter, to appoint Cindy Erb as the Annual Conference Meeting Liaison. Motion carried unanimously.

Dorothy Olson was appointed Credentialing Liaison at the October 26, 2004, meeting and will continue in that capacity.

Mylanda Barisas-Matula and Deb McKernan-Ace were appointed as the Exam Review Liaisons at a previous meeting and will continue in that capacity.

Judith Ficks, Cindy Erb, and Dorothy Olson were appointed to the Screening Panel.

## **ADMINISTRATIVE REPORT**

### **Department's Out-of-State Travel Policy**

Tom Ryan explained the Department's out-of-state travel policy advising that the Department will fund one Board member for one meeting in a fiscal year, upon a motion made by the Board designating its representative and upon Department approval.

The Board received a copy of the Office of State Employment Relations Pocket Travel Brochure and other informational documents relating to travel.

### **Hotel Cancellation Policy**

Tom Ryan clarified the Department's policy that if a Board member is not going to use a reserved hotel room, it is the responsibility of the Board member to cancel the room by calling the hotel themselves. If the room is not cancelled and the Department is billed for the room, it is the responsibility of the Board member to pay the bill.

### **Invitations for Speaking Engagements**

Tom Ryan advised that if a Board member is invited to speak at an event, the Board member should notify the Bureau Director in writing as soon as the invitation is received. The written communication should include specific information, which is outlined in the Department's policy, regarding the speaking engagement.

### **Budget Report Update**

Sandra M. Rowe, Deputy Secretary, met with the Board to discuss the Governor's budget proposal and initiatives and the impact on the Department and the Board. The Deputy Secretary advised that the details for the initiatives have not been worked out. The proposed initiatives include:

- Consolidating the human resources and payroll functions in agencies our size

- Consolidating the IT server positions
- Consolidating the attorneys in DOE and Legal Services into an enterprise-wide law firm located in the DOA.

**MOTION:** Judith Ficks moved, seconded by Dorothy Olson, to authorize the Chair to write a letter to the co-chairs of the Joint Finance Committee, with a copy to the Governor's office, expressing the Board's concerns about the issues with Board attorneys and prosecuting attorneys. Motion carried unanimously.

### **Credentialing Fee Study Update**

The Deputy Secretary reported that in the next biennium she would anticipate that there may be a request for a revised credentialing fee structure. As the Department moves forward on this issue, the Deputy would like the opportunity to meet with the Boards to talk about the methodology that will be used in preparing the fee structure.

### **Building Renovation Update**

Sandra Rowe reported that the Department of Administration has approved the building project and the renovation has begun. Barring any unforeseen circumstances, the Department may be moving in early fall.

### **2005 Meeting and Screening Dates**

Noted.

## **PRESENTATION OF PROPOSED STIPULATIONS**

None.

## **UPDATE ON STATUS OF ORAL EXAM QUESTION REVIEWS**

Discussion postponed until Mylinda Barisas-Matula can be in attendance.

## **ACOTE STANDARDS SURVEYS – BOARD REVIEW FOR COMMENTS**

Barbara Showers, Director of the Office of Exams, met with the Board to discuss the ACOTE Standards Surveys and any issues with which the Board may have concerns.

This discussion will continue after the closed session when the Board reconvenes in open session.

## **INFORMATIONAL ITEMS**

Noted.

### **CLOSED SESSION**

**MOTION:** Judith Ficks moved, seconded by Gail Slaughter, to convene to closed session to deliberate on cases following hearing (Wis. Stat. 19.85 (1) (a)); consider closing disciplinary investigation with administrative warning (Wis. Stat. 19.85 (1) (b), and Wis. Stat. 440.205); consider individual histories or disciplinary data (Wis. Stat. 19.85 (1) (f)) and to confer with legal counsel (Wis. Stat. 19.85 (1) (g)). Roll Call Vote: Judith Ficks-yes; Gail Slaughter-yes; Dorothy Olson-yes; Cindy Erb-yes. Motion carried unanimously.

The Board convened into closed session at 10:25 a.m.

### **RECONVENE INTO OPEN SESSION**

**MOTION:** Gail Slaughter moved, seconded by Deb McKernan-Ace, to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 12:44 p.m.

### **ADMINISTRATIVE WARNINGS**

**MOTION:** Gail Slaughter moved, seconded by Dorothy Olson, to accept the administrative warning as written for case **05 OTB 003 Amber S. Keel**. Motion carried unanimously.

**MOTION:** Judith Ficks, seconded by Gail Slaughter, to accept the administrative warning as written for case **01 OTB 002 Maureen A. Erickson**. Motion carried unanimously.

### **EXAMINATIONS**

**MOTION:** Gail Slaughter moved, seconded by Deb McKernan-Ace, to validate the passing scores of all 3 OT/OTA candidates for licensure. Motion carried unanimously.

### **CASE CLOSINGS**

None.

### **STIPULATIONS**

None.

**ACOTE STANDARDS SURVEYS – BOARD REVIEW FOR COMMENTS -  
CONTINUED**

The Board and Barb Showers continued discussion of the ACOTE Standards Surveys. The Board requested that Dr. Showers send a letter of response expressing the Board's general concern that the content standards narrowly definite the true scope of practice of OTs and OTAs and there is too much focus on function as opposed to underlying science-based knowledge to understand the component skills.

**ADJOURNMENT**

**MOTION:** Judith Ficks moved, seconded by Gail Slaughter, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 1:30 p.m.

**Next Meeting: July 26, 2005**